

By e-mail/Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001.

No.23/2008/ERS

Dated: 1st October, 2008.

To

The Chief Electoral Officers of
all States/UTs.

Sub: Revision of electoral roll - submission of application for inclusion,
deletions, correction and transposition of entries – Regarding.

Sir/Madam,

Kindly refer to instructions issued vide letter of even number dated 19/9/08 in the matter of filing of bulk applications during the period of continuous updation by volunteers in respect of persons staying within the area covered by the part of electoral roll in which the volunteer is enrolled as an elector.

2. Please note that a thorough scrutiny of the application Forms submitted by any volunteer after final publication of roll should be made by the ERO/AERO to their satisfaction before receiving the application for acknowledging them. Inter-alia, first, it must be verified that the volunteer is a registered elector in the current electoral roll. Secondly, that the volunteer has submitted the Forms in complete accordance with the instructions laid down vide letter dated 19/09/2008. Third, every column of the applications filed by him/her are completely filled up and presented in the format prescribed for the purpose. Application with any incomplete information should not be received. A separate register shall be maintained in the office of the ERO to keep proper account of the applications filed through volunteers – date wise. In that register the name of the volunteer who submits the form, the date of submission of the forms, number of forms submitted, the name of the official who scrutinised the applications at the time of presentation etc. should be entered. The covering letter with which the forms from volunteer are received should be entered in the register in the sequence in which they are received. For instance on receipt of the applications

from 1st volunteer, number **1** should be put on the application and on all the Forms (Form 6, Form 7, Form 8, Form 8A,) accompanying the application shall be given a serial number like **1/1, 2/1, 3/1, 4/1**.....and so on to establish a link with the covering letter. Here the first digit would relate to serial number at which the application was entered in the register and the second digit is to indicate the number of applications filed in bulk with that application.

3. In the States of Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and NCT of Delhi where photo electoral roll (PER) as per the newly delimited constituencies have been published in the month of September/October, 2008, and Jammu & Kashmir where rolls have been finally published in the month of February, 2008 and the general elections are due to be held shortly, extra caution should be taken by the EROs before accepting application from volunteers and taking any decision on each of the applications (specially claim applications).

4. It is further emphasized that no repeat no deletion of an existing entry in the finally published electoral roll shall be made suo-motto except in confirmed death cases. All deletion must be a result of following the due procedure and verification of applications in Form-7 only. Proper records for deletion of each and every entry during the period of continuous updation after the final rolls are published upto the last date for filing nominations shall be maintained.

Kindly acknowledge receipt.

Yours faithfully,

(Ashish Chakraborty)
Under Secretary

The Chief Electoral Officers of Chhattisgarh, Jammu & Kashmir, Madhya Pradesh, Mizoram, Rajasthan and NCT of Delhi where general election to the respective State Legislative Assembly is due to be held shortly are specifically requested to take note of the instructions contained in para 4 of the letter about deletion of an entry from the finally published electoral roll.

(Ashish Chakraborty)
Under Secretary